

कर्मचारी परिचय क्र.

I.D. No.

National Institute of Technical Teachers' Training & Research

SHAMLA HILLS, BHOPAL - 462002

APPLICATION FOR L.T.C. ADVANCE

Ref: Office order No. dated

1. Name of the Official
(In block letters) :
2. Designation :
3. Permanent or Temporary :
(If not permanent, surity bond from
a permanent officials to be enclosed
with the application)
4. Section to which attached :
5. Basic pay in the present grade :
6. Place of Home Town as declared
in the service book :
7. Block year for which proposed
to avail :
8. Whether avails C.L. or E.L. :
(Nature of leave to be mentioned) : Rs.
9. Whether LTC advance already taken :
Has been settled full or pending
Settlement, date of the settlement of
the previous case
10. Place of visit (Farthest point) :
11. Proposed date of onward journey :
12. Probable date of return journey :
13. Particulars of family members availing the facility:

S.No.	Name	Relation	Age		Whether Dependent
			Year	Month	

Total No. of family members :

14. Fare
by Train : I/AC-II/AC-III/ Sleeper : Rs. _____
From Bhopal to _____
by Bus : : Rs. _____
From Bhopal to _____
15. Total fare from Bhopal to : Rs. _____
Less 10% : Rs. _____
Balance : Rs. _____
Say 9 (nearest 10 rupees) is : Rs. _____

It is therefore requested that an amount of Rs. _____ may kindly be granted to me as L.T.C. advance:

Signature : _____

Name : _____

DECLARATION

1. I _____ hereby certify that the above particulars furnished by me are true and correct.
2. I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.
3. I also agree to refund one half of the advance if the retrurn journey could not be performed within 90 days from the date of the advance.
4. I also agree to credit forthwith to the office any excess amount of advance left with me for any reason whatsoever.
5. I also agree to produce avidence of purchase of tickets, etc. for myself/members of my family as the case may be for the forward journey within 10 days or before the commencement of the journey whichever is earlier from the date of drawing the advance. "I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump-sum from the next drawal of my salar, together with the penal interest @242% over and above the normal interest.
6. I am aware that if I do not submit LTC bills within one month from the date of return journey the outstanding LTC advance is recoverable in one lump-sum form may next salary together with the penal interest @22% over and above the normal interest.
7. I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey.
8. I also understand that if the LTC is availed for self the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week-end holidays/other holidays/R.H. alone.

Signature: _____

Name: _____

Designation: _____

I.D. No. _____

Date: _____